



Position Description

Job Title:	MAINTENANCE PERSON
Reporting To: -	Town Crew Works Supervisor
Remuneration level:	Negotiable depending on experience and qualifications

Purpose of the position

To assist the Director Infrastructure Assets and Operations Officer (through the Works Supervisor) by maintaining all Shire Property municipal buildings, Shire offices and residential houses, parks, gardens and other facilities around the town of Halls Creek.

Responsibilities

Responsibility 1 – Carry out regular and urgent maintenance of Shire buildings and grounds.

Authority Level – Works semi-autonomously, in liaison with the Town Crew Works Supervisor.

Measurement - Able to carry out and supervise repairs and maintenance tasks, referring only exceptional matters to the Supervisor.

■ **Responsibility 2 – Carry out repairs and maintenance tasks as requested**

Authority Level – Able to carry out repairs and maintenance tasks without constant direct supervision.

Measurement - Work is carried out according to instructions

■ **Responsibility 3 – Responsible for security and maintenance of plant and tools used on site**

Authority Level – Keeps plant and tools secure and in good working order without the need of direction or supervision.

Measurement - Plant and tools used on site are kept secure and well maintained

■ Responsibility 4 – Assist Town Crew Works Supervisor as required in maintenance of property, parks, gardens and other facilities around the town of Halls Creek, working as part of the Town Crew

Authority Level – Works under instruction from Town Crew Works Supervisor and as part of the Town Crew team

Measurement - Able to carry out and supervise routine tasks, referring only exceptional matters to the Supervisor

■ Responsibility 5 – To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to Supervisor and/or HR coordinator immediately.

Authority Level – Able to work semi-autonomously within established procedures, with guidance from the OSH, Training & Administration Officer and/or OSH committee.

Measurement - Ongoing vigilance to ensure risks are minimised/negated

Relationships

Responsible to: Town Crew Works Supervisor

Supervision of: Not applicable

Internal/external liaison:

Internal

1. Director Infrastructure Assets
2. Operations Officer
3. Town Crew Works Supervisor
4. Town crew members
5. All Shire personnel

External

- Various tenants of Shire property and users of the oval, parks, gardens and other facilities.
- The general public in Halls Creek.

Extent of Authority

- Carry out works as requested.
 - Works in accordance with direct requests from the Town Crew Works Supervisor, Operations Officer and Director Infrastructure Assets.
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Specific Duties

Maintenance of Shire municipal buildings, facilities and grounds

- Carry out, unsupervised, regular and urgent repairs and maintenance for Shire buildings, property and facilities and grounds.
- Assist in the upkeep and well-being of the Shire of Halls Creek parks and gardens, including watering, cutting, general grass maintenance and fencing
- Assist in bore maintenance and repairs
- Repair and install reticulation systems
- Cleaning of Shire ablutions and amenities as required
- Plant operation
- Truck driving
- Road repairs and maintenance
- Completes required Occupational Health and Safety documents when appropriate

Community Participation

- Encourage community groups to participate in the usage of Shire grounds through carefully maintained and cultivated parklands.

General

- General labouring and maintenance as required
- Building construction, concrete formation and welding
- Carry out scheduled maintenance and minor repairs of assigned plant.
- Perform other duties as instructed by the Supervisor
- Carry out tasks as directed, safely and efficiently.
- Ensure security of plant when unattended.
- Report as required to immediate supervisor.
- Adherence to OS&H requirements.
- Supervision of labour when required.
- Willingness and ability to use hand tools and equipment.
- All work to be performed and completed to agreed standards and practices.
- Work to be completed within adopted timetables.
- Timely submission of time sheets and paperwork.
- Cooperative and positive attitude to other employees and contractors.
- Courteous and helpful with public and outside organisations.
- Availability for overtime as required.
- Camping out as required
- Other duties as required

Person Specification

Skills

Essential:

- Basic literacy and numeracy skills
- Strong sense of initiative and enthusiasm
- Ability to work as part of a team
- Ability to adhere to safety principles and adapt to current work practice
- Ability to communicate information with supervisory staff in areas related to municipal work

Knowledge

Essential:

- House maintenance knowledge
- Skilled in Plumbing and gas fitting
- Basic knowledge of general horticultural procedures related to sustaining native and introduced flora.
- Broad knowledge of repair and maintenance requirements in the town.
- Ability to operate and service plant
- Vehicle driving skills

Experience

Essential:

- Demonstrable Handy Man experience
- General experience in municipal works

Desirable:

- General experience in Local Government

Qualifications and/or Training

Essential

- Class C License (must be valid and current at all times)
- Construction Industry safety Induction Card
- Minimum of a Cert 3 trade certificate

Desirable:

- - Construction Safety Awareness Training Card
 - MR Truck License
 - HR Truck Licence
 - Backhoe ticket
 - Forklift ticket
 - Chainsaw ticket
 - Welding ticket
 - Skidsteer ticket
 - PVC Pipe laying Accreditation
 - HC Truck Licence
 - Senior First Aid Certificate
 - Roadworks Traffic Management Accreditation
 - Experience in mixing, placing and finishing concrete including formwork and steel fixing
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Selection Criteria

Essential:

- Demonstrable experience in commercial and domestic maintenance
- Ability to carry out regular maintenance of properties and facilities
- Able to carry out tasks as directed, safely and efficiently, without supervision
 - Experience, willingness and ability in using hand tools, power tools and perform physical labour
- Ability to work semi-autonomously
 - Demonstrated ability to follow oral and written instructions and procedures with minimal supervision
- Current drivers licence and demonstrated competence in driving
- Demonstrated knowledge of obligations under Occupational Health and Safety Act
- Demonstrated ability to undertake a range of manual work
- Demonstrate knowledge of care, maintenance and safe and effective use of tools
- Ability to work, safely and effectively, as part of a team and/or unsupervised
- Ability to direct assisting staff
 - Accreditation and demonstrated competence in operation of relevant plant and equipment
- Ability to carry out scheduled maintenance of assigned tools, equipment and plant including checking fuel, water, air, oil, etc
- Demonstrates ability to handle and use materials in accordance with safe and proper procedures
- Proper use of approved protective equipment and clothing
- Ability to report to immediate supervisor as required
- Operate appropriate plant items such as backhoe, skidsteer, forklift safely and effectively, including performing routine maintenance
- Ensure attitude to other employees and contractors is cooperative and positive
- Ensure contact with the public and outside organisations is courteous and helpful
- Completes required Occupational Health and Safety documents when appropriate
- Ensure quality of work done
- Ensure all work is performed and completed to agreed standards and practices in an efficient manner
- Demonstrated ability to direct staff and plan workload
- Demonstrate ability to give clear instructions
- Ability to measure up and calculate quantities
- Ability to order materials through correct procedure

Desirable:

- Demonstrate ability to operate truck correctly, safely and efficiently in various site conditions
- Demonstrate solid working knowledge in the following; Concrete Finishing, Formwork, Pipe Laying and Repair, Bitumen Patching, Shoulder Stabilizing Line Marking, Welding, Fencing, Stone Work

Signed:
Employee

Date:

Signed:
Noel Mason
Chief Executive Officer

Date: